



STATE PROCUREMENT OFFICE  
NOTICE OF REQUEST FOR EXEMPTION  
FROM HRS CHAPTER 103D

'13 MAY -3 A7:54

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Natural Energy Laboratory of Hawaii Authority  
Name of Requesting Department

Pursuant to HRS § 103D-102(b)(4) and HAR chapter 3-120, the Department requests a procurement exemption for the following:

1. Describe the goods, services or construction:

This request is to add a total of \$10,690.00 to an existing contract with Coffman Engineers Inc. The existing \$183,294.80 contract (No. 61787) is for system development and integration work for various pump, energy and meteorological systems at NELHA. The majority of the work under this contract will be reimbursed by the National Renewable Energy Laboratory (NREL), Colorado, under a federal grant. The services were procured via an Invitation for Bid on HePS (B2012000224). The requested additional amount is to accommodate equipment upgrades and modifications requested by NREL and to account for obsolescence of equipment which was originally bid (the equipment became obsolescent after contract was signed).

2. Vendor/Contractor/Service Provider:

Coffman Engineers Inc.

3. Amount of Request:

\$ 10,690

4. Term of Contract From: 2/15/2013

To: \* See section  
6.

5. Prior SPO-007, Procurement Exemption (PE): N/A

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:

The equipment changes are relatively minor and amount to 5.8% of the total contract amount. Some of the items that were bid on (SCADA radio devices) are no longer being manufactured and need to be replaced with different items for an amount of \$5,020. In addition, two items in the original solicitation (large display monitor for public kiosk and energy power monitor in research campus) are not the correct items and need to be replaced for an amount of \$4,270. Finally, NREL has asked to upgrade one of the power monitors in order to carry out the energy research which the system is intended to assist with; the cost for this equipment upgrade is \$1,400. Work on the original contract No. 61787 commenced according to the Notice to Proceed on 2/15/13. The contract will expire on 2/14/2014 but most of the work is scheduled to be completed by 9/15/13. Contractor has made much progress and some of the changes are a result of their diligence. Given the amount of work that has already taken place it would not be financially advantageous to terminate the existing contract and re-solicit. Since much of the work provided by the Contractor is systems integration work, it is not practicable to solicit for the items separately.

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:


Contractor was selected for the original contract via HePS Invitation for Bid (B2012000224). Even with the additional equipment modifications, the total amount is still much less than the next lowest bid. In any case, the next lowest bidder would also have been required to make the modifications listed above at an added cost. The additional amount of \$10,690 would be added to the existing original contract (No. 61787) through an amendment.

8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required).

\*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	e-mail address
Laurence Sombardier	NELHA	808-327-9585 X244	laurences@nelha.org

*All requirements/approvals and internal controls for this expenditure is the responsibility of the department.  
I certify that the information provided above is, to the best of my knowledge, true and correct.*

*for*   
Department Head Signature

*5/1/13*  
Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: *5.3.13*

Inquiries about this request shall be directed to the contact named in No. 8. Submit written objection to this notice to issue an exempt contract within seven calendar days or as otherwise allowed from date notice posted to:

[state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov)

Chief Procurement Officer (CPO) Comments:

This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System. Copies of the HCE certificate and awards posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Donn Tsuruda-Kashiwabara at 586-0565 or donna.tsuruda-kashiwabara@hawaii.gov.

☒ Approved

☐ Disapproved

☐ No Action Required

  
Chief Procurement Officer Signature

*5/13/2013*  
Date